

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM
GRANT ROUND 16 (2017)**

HISTORIC RESOURCE REHABILITATION PROJECT GRANT PROPOSAL INSTRUCTIONS

NEW For 2017

Applications and Instructions

LCHIP has created a separate application and instructions for planning study projects and a separate budget form and instructions for acquisition projects. The planning study and rehabilitation materials are posted on our website. Please contact the Historic Resource Specialist for a copy of the acquisition materials.

Electronic Photos

LCHIP is now requiring that all electronic photo submissions be in jpeg form. Applications with scanned copies of photos will not be accepted. Be sure that electronic (.jpg) file names correspond with photo labels.

Stewardship Contributions

Contributions to designated stewardship funds may now be included in the project budget as a cash expense.

SUBMITTING YOUR PROPOSAL¹

Proposals are due no later than **Noon, Friday June 23, 2017**. You may submit via USPS, commercial carrier or by hand. For hand delivery other than 9 a.m. to noon on June 23, please phone for an appointment. Proposal packages submitted via e-mail or fax will not be accepted.

Land and Community Heritage Investment Program

13 West St. Suite 3
Concord, NH 03301
(603) 224-4113

HELPFUL HINTS

Completing the Application

The application is a fillable PDF form. To complete the form, follow these steps:

- a. Download the most recent version of [Adobe Reader](#) here
- b. Open the application file
- c. Choose "Save as" and save the application to your computer using a unique name (We recommend "Project Town, Project Name, LCHIP Application 2017").
- d. When working on the application, be sure to SAVE before existing or your work will be lost.

Assembling the Proposal Package

To be sure to submit all required materials in the correct order and with the appropriate number of copies, follow the checklist provided. Please fasten pages together with **paper clips or binder clips only, no staples**. Do not include Letters of Support.

Electronic Files

Do not merge the application form and attachments into one .pdf file. Submit individual files for the application and each attachment submitted (see checklist). Electronic files should adhere to the following naming format: "Project Town, Project Name, File Name". Ex: "Concord, Meetinghouse, GR16 Application", or "Concord, Meetinghouse, Building Assessment".

¹ The "Proposal" is the application and all attachments. The "application" is the fillable .pdf form.

CHECKLIST

The checklist is provided to assist you in assembling the required copies of your proposal package. Complete the checklist as you assemble the proposal packages. Place the completed checklist on top of your *original* Project Proposal.

APPLICATION

Project Summary (Page 1)

Project Name	Enter the name of the project as it will be referred to by the stewarding organization.
Grant Request	The grant amount requested may not exceed 50% of the Total Project Cost. You may wish to complete the Total Project Cost and Grant Request lines after completing the project budget.
Resource Location	Provide the location of the resource. Street, city/town, and county are required.
Total Project Cost	Total Project Cost (TPC) is the sum of all eligible expenses. All eligible expenses must directly link to the permanent protection of the property. Please refer to Section 7 B. of LCHIP's <i>Criteria, Guidelines, and Procedures</i> to review LCHIP eligible expenses.
Applicant	The organization applying for LCHIP funds.
Tax ID#	The applicant's 9-digit federal tax or employer identification number (e.g.: 12-3456789)
Mailing Address	Enter the address at which the applicant organization receives mail.
Organization Type	Select municipality (includes other political subdivisions of the state) or 501(c) (includes publicly-supported nonprofit corporations exempt from federal income taxation under section 501(c) of the Internal Revenue Code).
Contact	The full name and title of LCHIP's primary contact <u>during the application process</u> .
Phone, Email	The contact's phone number and email address.
Year Built	If the structure has been moved or altered please address in question 1.
Project Type	Select all that apply.
Easement Holder	Required only for historic resource projects that are requesting \$400,000 or more in funding, have received \$400,000 in cumulative funding, or are applying for an acquisition project.
Register Listing	Projects are only eligible to apply if they have been determined eligible for listing or are listed on the State or National Register. Include proof of listing in Attachment 4. If your property is listed as a National Historic Landmark, please explain designation in question 1.
Overview	Provide a <u>brief</u> description of the resource and the proposed project. There is room for a more detailed history of the resource and the proposed work in question 1.

Resource Values

1. **Resource Attributes** (Page 2)
 - a. The response may address such information as:
 - What is the resource's proximity to other historic resources?
 - Is the resource is part of a community organization's long term plan or Master Plan?
 - Are the resource values unusual?
 - Does the property define the community or an important viewscape?
 - Is this one of the last examples of its type in the community?
 - Do recreational, educational, or interpretive uses occur on the property?
 - b. What is your proposed project and how was it identified? Were the needs uncovered in a Building Assessment or at a town or committee meeting? Is this part of a larger phased project at the resource? Build upon this answer in question 2 by relating the proposed work to the Secretary's Standards.

2. **Adherence to the Secretary of the Interior's Standards** (Page 3)
 - a. Review the different treatment approaches by clicking [here](#) . Select the approach that best aligns with the proposed project. Most LCHIP projects follow the rehabilitation treatment approach. Explain why the selected approach was chosen, tying it to the current condition of the resource, its proposed used, and mandated code requirements.
 - b. All the Standards or the selected treatment approach should be addressed in this question. Address the building's proposed use, the retention of character-defining features, repair and replacement techniques, and any additional treatment methods. If there is no component of new construction or ground disturbance then those standards may not be applicable to the project.
 - c. If ground disturbance is part of the proposed project then the project must have a plan for addressing archeological resources. That plan should include the proposed consultant and/or firm and how the work will be funded. Archeological reviewers are an eligible expense so the cost of the review can be factored into the LCHIP budget. **If foundation work, drainage, site work, etc. are part of the project then this question needs to be answered.**

3. **Imminence of Threat** (answer only the questions which apply to your project) (Page 4)
 - a. Has an engineering report or building assessment shown that the structural integrity of the building has been compromised? How else has the threat been identified?
 - b. Are code requirements or a lack of modern amenities limiting the use of the building?
 - c. Is the property for sale or has demolition been proposed? Is it currently vacant and at risk of vandalism or arson?
 - d. Examples of opposition could include vocal opposition at town meetings, denial of town warrants, or negative press.
 - e. Use this question to address any other threats to the property that haven't been discussed in previous questions.
 - f. Information on NHPA's [Seven to Save](#) from previous years
 - g. Using the [NH Population Data](#) provided in the "Submit a Project Proposal" section of the LCHIP website, consider if the project area is in a densely developed **or** rapidly developing area of the state. If so, briefly explain the impact of existing or future development on the property, its conservation attributes or future uses.
 - h. Please estimate if attendance is not tracked

Current Capacity

4. **Planning and Community Support** (Page 5)
 - a. Has the project been embraced by the local historical society, Historic District Commission, organization's membership, or other parties? How have they been promoting the project and moving it forward? Please list and describe all partners. LCHIP will not review letters of support.
 - b. Answer only if the project has been discussed at town meeting or a comparable event.
 - c. Has the project been publically endorsed by elected officials? If so, please describe the endorsement.
 - d. Have there been events or fundraisers to promote the project? Have there been other forms of public outreach such as mailers, or a social media campaign?

5. **Capacity to Implement Project Through to Completion** (Page 6)
 - a. Summarize the applicant organization's experience completing projects of this scale. Describe who will be involved in managing the project, and provide a brief summary of their knowledge, skills and experience. If a contractor has been selected, provide a brief summary of their experience working with historic buildings and the Secretary's Standards.
 - b. Summarize the applicant organization's history working with LCHIP. Include past grant applications, as well as projects that have been completed or are currently underway. If this is the organization's first LCHIP application, but individuals involved in the project have worked on other LCHIP projects (for other organizations, for example) please describe that experience, and the individual's role with this project.

6. **Funding Plan** (Page 7)
 - a. Describe the project's funding plan. For example, if "*Private Fundraising*" is listed as a source, explain how that will be done - through direct mail campaigns, individual donor solicitations, or fundraising events. Who will be doing the fundraising? Describe the knowledge and experience of the fundraising team.
 - b. Were other funding source explored but not included in the project budget? If a particular source was not included in the funding plan because the applicant is precluded from applying due to an existing open grant, or timing issues explain that here.
 - c. Are any of the sources identified but not secured critical to the success of the project? What is the contingency plan if those funds are not received? How might a partial LCHIP award impact the project's ability to succeed?

Future Strength

7. **Stewardship** (Page 8)
 - a. Provide the name of the organization that will be responsible for the long-term stewardship of the property, including annual monitoring, response to potential violations or challenges, and other stewardship duties.
 - b. Explain the stewarding organization's history with the building, including how long they've owned it, how it's taken care of it, and how previous projects, both large and small, have been funded.
 - c. If an endowment is not already in place, is establishing one a goal of this proposed project? Please explain.
 - d. Does the stewardship organization have existing stewardship responsibilities for this or other properties? Briefly explain any existing stewardship policies.
 - e. **This question DOES apply to historic resource projects! Adopting the applicable LTA Standards is a requirement for receiving LCHIP funding.**
 - f. If your organization dissolved, what would happen to the resource? Would it be sold, donated to the town, etc? Saying your organization is too old or stable to dissolve is not an acceptable answer.

8. **Future Activities** (Page 9)

- a. Will the public be allowed to access the property during normal business hours, as part of special events, or will access be primarily visual? Will the proposed project change the role the resource plays in the community? Will the resource attract new visitors? Will its use engage the community?
- b. Will this project lead to better interpretation of the property's importance through education or recreational programming? Will new programming be created if the project is completed?
- c. If this project is successfully completed, could it lead to further work on this resource or other potential preservation projects in the immediate area or in the community?
- d. Will the supplies for the project be purchased locally or will local contractors be selected to perform the work? Will any new, local jobs be created once the project is finished? Will this project create a new form of revenue for the applicant organization (rental income, additional ticket sales, etc.)?

9. **Additional Information** (Page 10)

- a. Will this project also help protect any associated natural resources? Does it have cultural values, such as use for events that help to define the community? (e.g. Is it home to the longest running town meeting in the state or does it have earliest known New Hampshire wall murals?) Most historic resource projects will not include a natural resource component, but some may include a cultural resource component. Please refer to LCHIP's cultural resource definition when determining if this section applies.
- b. Use this space to tell us anything else you want LCHIP to know about the project. For example, does your project include a large amount of volunteer hours that are not reflected in your budget? Are there any interesting stories or people associated with the resource?
- c. If your project is part of a larger building project (such as a window restoration project as part of town hall rehabilitation) information about the larger project must be included. If the information is not provided it could result in a denial of the application or a retraction of funding.
- d. Enter an estimate of the number of visitors who visit the property each year.

10. **Budget** (Page 11)

These are sample expenses and may not be applicable to every project.

Line	Funding Sources	Cash	Non-Cash <i>(donated value)</i>	Total	Secured <i>If no, give date</i>
1	LCHIP Request	\$60,000	Not Applicable	\$60,000	12/2017
2	Donated Services		\$11,000	\$11,000	12/2017
3	XYZ Foundation	\$14,000		\$14,000	Yes
4	Private Gifts - secured	\$26,000		\$26,000	As of 6/15/17
5	Private Gifts – to be raised	\$6,000		\$6,000	12/2016
6	Town Heritage Commission	\$5,000		\$5,000	3/2018
7	Town Admin Budget	\$3,000		\$3,000	Yes
8	Total Funding	\$114,000	\$11,000	\$125,000	
Line	Eligible Expenses	Cash	Non-Cash <i>(donated value)</i>	Total	Expended <i>(if yes, give date)</i>
9	Building Assessment	\$0	\$10,000	\$10,000	Yes, 9/2015
10	Archeology	\$0	\$4,000	\$4,000	Yes, 10/2015
11	Sill Repair	\$5,000	\$0	\$5,000	No
12	Drainage	\$5,000	\$1,000	\$6,000	No
13	Window Restoration	\$20,000	\$5,000	\$25,000	No
14	Exterior Painting	\$10,000	\$0	\$10,000	No
15	Slate Roof Repairs	\$52,000	\$5,000	\$57,000	No

16	<i>Stewardship Fund</i>	<i>\$5,000</i>	<i>\$0</i>	<i>\$5,000</i>	<i>No</i>
17	<i>Administrative Expenses</i>	<i>\$3,000</i>	<i>\$0</i>	<i>\$3,000</i>	<i>Yes, 5/2017</i>
18	Total Project Cost	\$100,000	\$25,000	\$125,000	

Line	Explanation
1	LCHIP request may not exceed 50% of Total Project Cost (Line 18)
2	Contractors have pledge \$11,000 in donated goods and services. Donations will be secured if grant is awarded.
3	Foundation XYZ awarded \$14,000 for the building assessment and drainage in 2015. ²
4	Enter the total of all private funds secured to date (either received-in-hand or via written pledge).
5	Enter the total private funds still to be raised.
6	The Heritage Commission has agreed to contribute \$5,000 towards the project Stewardship Fund.
7	The Town paid \$3,000 for a professional grant writer after the grant round opened
8	Total cash funding + total non-cash funding = Total Funding. Must be greater than or equal to line 18. 50% of the applicant's match must be cash. Matching beyond the minimum is encouraged.
9	The building assessment was paid for outside of the grant round, but it's cost was incurred within 24 months of the grant round opening, so it can be included as non-cash
10	Archeology was completed outside of the grant round, but it's cost was incurred within 24 months of the grant round opening, so it can be included as non-cash
11	Repairs to the sill will cost \$5,000. No donations are anticipated.
12	Drainage work is estimated at \$6,000. A contractor has agreed to do the \$6,000, job for \$5,000 (cash) donating \$1,000 worth of his time (non-cash).
13	Window work will cost \$25,000. The restoration specialist has agreed to donate \$5,000 in materials (non-cash) and will only charge \$20,000 for the labor (cash).
14	Exterior painting will cost \$10,000. No donations are anticipated.
15	Slate roof repairs will cost \$57,000. The roofing specialist has agreed to donate \$5,000 for staging (non-cash) and will charge \$52,000 for the labor and materials (cash).
16	Stewardship contributions are now considered a cash expense.
17	Administrative expenses are limited to 5% of the LCHIP grant request.
18	Total cash expenses + total non-cash expenses = Total Project Cost. Must be equal to or less than line 8.

- View a complete explanation of cash and non-cash requirements in Section 8 of LCHIP's *Criteria, Guidelines and Procedures(CGP)*
- You may include income that has not been secured such as town warrants, planned fundraisers or future grants, but the income sources must be identified.
- Provide an appropriate level of detail for project expenses. We don't need to see the cost of each nail but we do need to know what kinds of expenses your project entails.
- If your project is very complex, you may provide a summary on the budget page provided and also submit additional page(s) showing further budget details.
- LCHIP staff is available to assist you in understanding budget components.

² The XYX foundation awarded a \$14,000 project to the project in 2015. The funds paid for the building assessment and archeological investigation. Since the funds were expended within the 24-months prior to the opening of the grant round, they must be included as eligible non-cash expenses. The budget will end up having more cash secured than eligible cash expense.

Attachments

Attachment 1 Maximum of ten color photos of the resource. Color, digital images printed on regular paper are preferred. Photos should be no larger than 4"x6" and may be printed two or more per page. Images should include one exemplary exterior shot of the structure and immediate surroundings (for context) and general interior and exterior shots, plus any specifics to application target. Photos showing people using the resource are valued. Label each photo numerically, followed by a brief description of the image. LCHIP is now requiring that all electronic photo submissions be in jpeg form. **Applications with scanned copies of photos will not be accepted.** Be sure that electronic (.jpg) file names correspond with photo labels.

Attachment 2 Documentation for Total Project Cost (i.e. contractor/consultant estimates or appraisals). There should be documentation for each expense shown in the budget.

Attachment 3 Brief proof of National or State Register listing or eligibility. Please do not include the entire nomination form.

Attachment 4 Site plan or map of resource location. Map should provide enough information to guide a visitor to the resource without the aid of GPS (National Register District Map, Google Map with exact pinpoint location). Please do not include multiple maps.

Attachment 5 Historic Building Assessment with Preservation Guidelines or Historic Structures Report if the Total Project Cost is over \$50,000. Please include a full report with the original proposal package, the full proposal packages and the electronic application package. Please include only the applicable sections of the report with the seven summary proposal packages. If a full report is already on file with LCHIP, submit 9 copies of applicable section(s) of report.

Attachment 6 Acknowledgement Form. Please have the appropriate parties read and sign this form, noting that certain parties are responsible for reading and understanding the LCHIP *Criteria, Guidelines and Procedures*. Signatures can be provided on more than one copy of this form if necessary.

Attachment 7 Authorization to Use Photographs, Photo Release Form. Make more copies of this page if necessary to provide one photo release form for each photographer/recognizable person in photo(s).

Attachments 6 and 7 need to be printed, filled out, signed, and saved electronically.

The following Attachments are required from 501 (c) organizations only and should be included in the original package, the full proposal package and in the electronic application package.

Attachment 8 Copy of 501(c) determination letter

Attachment 9 List of Current of Board Directors with affiliations

Attachment 10 The Organization's most recent financial statements in summary form (audited preferred).